

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160030-7

#12

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL	
Records Inventory					<input type="checkbox"/> NARRATIVE	
					<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL		
		LOGISTICS	SECURITY	OTHER (specify)		
		MEDICAL	FINANCE	Records Management		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
Two		Annual		Two		
7. FORMAT (memorandum, form computer print-out, etc) form		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		YES IF YES GIVE ADP PROCESSING NO.		As requested by CIA Records Administration Officer		
		<input checked="" type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Records Management Officer			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
11	\$6.48	80	=	\$518.40	one	= \$518.40
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Furnished to CIA Records Administration Officer in order to compile report that must be forwarded annually to GSA/NARS.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						
Unknown						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
21 Sept 70		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160030-7 RAO/OP				